

**Civilian Personnel**  
**US Army Forces Command (FORSCOM) Telework Program**

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**History.** This is the first publication of this regulation.

**Summary.** This regulation establishes policy for Headquarters, Forces Command (HQ FORSCOM) and its subordinate commands on implementation of the FORSCOM Telework Program.

**Applicability.** This regulation applies to all civilian appropriated fund employees, including those on temporary or term appointments.

**Supplementation.** Commanders will not supplement this regulation without prior approval from Commander, HQ FORSCOM, Deputy Chief of Staff, G-1 (AFPE-HR), 1777 Hardee Avenue, SW, Fort McPherson, Georgia 30330-1062.

**Changes.** Local changes to this regulation are not authorized unless authenticated by the Deputy Chief of Staff, G-6 (DCS, G-6).

**Suggested improvements.** The DCS, G-1, HQ FORSCOM, is the proponent of this regulation. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, HQ FORSCOM, DCS, G-1 (AFPE-HR), 1777 Hardee Avenue SW, Fort McPherson, GA 30330-1062.

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**Copies furnished:**

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## **Chapter 1**

### **Introduction**

#### **1-1. References**

- a. Section 359 of Public Law No. 106-346 (Appendix 1)
- b. Deputy Secretary of Defense memorandum, March 3, 1995, "Expanding Flexible Work Arrangements in the Department of Defense" (Appendix 2)
- c. Department of Defense Telework Policy
- d. Department of Defense Telework Guidelines
- e. Army Regulation 25-1, Information Management
- f. Army Regulation 25-2, Information Assurance (IA)

#### **1-2. Purpose**

This regulation implements the requirements of Section 359 of Public Law No. 106-346 (reference 1-1a), which requires each Executive Agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance. It also incorporates DOD Policy (reference 1-1c and 1-1d). This regulation will remain in effect until amended or deleted. In implementing Public Law 106-346, this regulation is designed to actively promote telework as a legitimate flexibility for managers and their employees and to:

- a. Promote the DOD, Department of the Army (DA) and FORSCOM as an employer of choice;
- b. Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life;
- c. Enhance the Department's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability;
- d. Reduce traffic congestion and decrease energy consumption and pollution emissions; and
- e. Reduce office space, parking and transportation costs, including costs associated with payment of the transit subsidy.

#### **1-3. Scope**

This regulation applies to all FORSCOM civilian Appropriated Fund (APF) employees, including those on temporary or term appointments. The policy does not apply to those employees in training, developmental or intern positions. Requirements of the law and this regulation do not apply to Local National (LN) or military service members. This regulation does not apply to Nonappropriated Fund (NAF) employees, but NAF employers may administratively adopt the policies and procedures that apply to APF employees.

#### **1-4. Definitions**

Designated Home Worksite	A place away from the traditional worksite that has been approved for the performance of officially assigned duties, such as the employee's home or other approved work area.
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Telework	Any arrangement in which an employee performs officially assigned duties at a designated home worksite on either a regular and recurring, or on an ad hoc basis (not including while on official travel).
Traditional Worksite	The location where an employee would work absent a telework arrangement.
Regular and Recurring Telework	An approved work schedule where eligible employees regularly work at least one day per biweekly pay period at a designated home worksite.
Ad hoc Telework	Occasional, one-time, or irregular telework by an employee at a designated home worksite, typically for a day, or block of days, to work on projects or assignments that would be most effectively performed away from the traditional worksite; such as, a block of 30 days to recuperate from a foot injury. This provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event.
Work-at-home Telework	An approved arrangement whereby an employee performs his or her official duties in a specified homework or office area of his or her home that is suitable for the performance of official Government business.
Telework Agreement	A written agreement completed and signed by an employee, supervisor, and reviewer.
Approving Official	The Senior Rater under the TAPES System (AR 600-400, Chapter 4302) who rates the employee in the performance appraisal process. If a Senior Rater is not used, the second line supervisor may be the reviewer.

## **Chapter 2 Program Administration**

### **2-1. Eligibility and Participation**

The FORSCOM Telework Program will be administered as follows:

- a. All eligible positions will be identified to HQ FORSCOM, G-1, (units report through the S-1) for regular, recurring, and ad hoc telework; report also will indicate the number of positions actually offered the opportunity to telework and the number actually teleworking;
- b. Eligible employees (see paragraph 5) who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking are permitted to telework;
- c. An employee who teleworks on a regular and recurring basis or on an ad hoc basis must sign a Telework Agreement prior to commencement of telework; the agreement (Appendix A) must be signed by the employee, immediate supervisor, and approving official;
- d. Changes in eligibility for participation in telework will be made as follows:
  - (1) When it is determined that an arrangement is having an adverse impact on work operations or performance, the supervisor will provide a two-week written notice to the employee that the arrangement will be modified or terminated. In the event of extreme need by the agency, i.e., national emergency, natural disaster, etc.,

the supervisor may modify or terminate an employee's telework arrangement in writing, as necessary, without adhering to the two-week notification period.

(2) Participation in the program will be terminated if an employee's performance does not meet performance objectives or if the teleworking arrangement fails to meet organizational needs. Termination of a telework arrangement by a supervisor or reviewer that relates to mission impact does not require a formal performance improvement period. In other words, an employee may be removed from a telework arrangement due to mission impact but still be meeting his/her performance objectives or if an employee's duties were to change to include more face-to-face contact with the public or other aspects which preclude telework.

e. Employees may be approved both to telework and to work an alternative work schedule.

## **2-2. Information Technology (IT) Equipment and Network Connectivity**

a. For compliance with AR 25-2, paragraph 4-5 (d) (10), telework will be performed through a government provided system only. No privately-owned workstations (desktops, laptops, etc.) will be used for telework, and no privately-owned peripheral devices (i.e., printers, copiers, scanners, facsimile machines, etc.), can be connected to government issued equipment while in use by teleworkers at the designated home worksite (home, residence, etc.). Government systems used for telework will not be used to transmit, receive, or process classified information.

b. The telework employee and their Information Management Officer (IMO) or computer support personnel will identify the required equipment needs for approval by the applicable Division Chief. At HQ FORSCOM, each Directorate must ensure their designated telework employees are issued a system that meets G-6 minimum specifications for system reliability, supports remote configuration management, and meets AR 25-2 Information Assurance (IA) requirements.

c. Telework employees will have the following options for remote connectivity to the FORSCOM network.

(1) Remote Access Service (RAS) – Uses traditional modem dial-up. The remote computer modem dials a local telephone number for Virtual Private Network (VPN) connection and access to the FORSCOM network. A commercial Internet Service Provider (ISP) is not required for RAS connection. (Also comply with subparagraph “2-2 m” of this regulation.)

(2) Terminal Server Access Control System (TSACS) – Uses traditional modem dial-up. User must have an assigned TSACS account and password. The remote computer dials a local telephone number for VPN connection and access to the FORSCOM network. A commercial ISP is not required for TSACS connection. (Also comply with subparagraph “2-2 m” of this regulation.)

(3) Virtual Private Network (VPN) – Uses traditional modem dial-up and/or a commercial fast access ISP to establish a VPN connection and access to the FORSCOM network. With VPN, the remote connectivity options are:

(a) Modem dial to a local telephone number to connect and access the FORSCOM network (Also comply with subparagraph “2-2 m” of this regulation.)

(b) Select to use available commercial ISP fast access connection to establish connection and access the FORSCOM network. This means that if the teleworking employee already has, or chooses to purchase at own expense, Digital Subscriber Line (DSL) or cable modem service at their home, their teleworking equipment may be connected.

d. Instructions for remote connectivity will be issued to telework employees by their computer support personnel or IMO. The telework employee will be responsible for configuring/setting-up their subscribed commercial ISP fast access service. The government IT support personnel can only provide limited assistance with the commercial ISP service and its interface to the FORSCOM network.

e. The computer support personnel will configure government systems issued for teleworking to perform scheduled system security measures for IA compliance. Security measures include automatic updates of virus protection (Antivirus) software and system security patches. At HQ FORSCOM, the teleworker system will be checked for required updates upon connection, and needed updates will be applied prior to final VPN access. Telework systems that do not meet this requirement present a security vulnerability and risk, and will be subject to

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denial of remote connectivity to the network. Teleworkers will be provided instructions to facilitate verification of system update procedures.

f. Prior to initiating telework, employees must be trained by the official responsible for the employee's office computer system to conduct virus scans on all media. Telework employees must conduct a virus scan of all media (i.e. DVDs, CDs, diskettes, USB storage keys), prior to use on government issued computer.

g. To meet requirements of AR 25-2, telework employees are required at least biannually to bring in their government assigned computer (desktop CPU or laptop only), or when requested, for routine or critical system service to be performed. This is to ensure remote systems are being properly managed for authorization to connect to the FORSCOM network.

h. Preventive and remedial (repair) maintenance service of government issued equipment to telework employees will only be performed by an authorized FORSCOM technician, computer support personnel, or the IMO. All services will be conducted only on DA government premises. No equipment service is authorized to be performed at the telework employee's designated home worksite (i.e. home, residence) due to potential liabilities.

i. To ensure system warranty is not voided, telework employees will not perform any type of computer equipment repairs or install unauthorized personal software on government issued computers.

j. The government issued equipment is for authorized government use only and is only authorized for use by the telework employee as assigned.

k. At HQ FORSCOM, the Directorate IMOs will be the principal resource to coordinate routine equipment services for teleworker equipment. However, telework employees are encouraged to contact the G-6 Help Desk at (404) 464-2222 when they require immediate assistance.

l. If required, an Optional Form (OF) 7, Property Pass, will be used for transporting computer equipment in and out of the building. In all cases, a DA Form 3161, Request for Issue or Turn-In, will be signed by the teleworker and maintained by the appropriate hand receipt holder.

m. All FORSCOM units must comply with local installation remote access policies.

### **2-3. Responsibilities**

a. An employee who is approved for work-at-home telework must sign a Self-Certification Safety Checklist (Appendix B) prior to the commencement of teleworking. The employee must agree to permit inspections by agency representatives as required, during normal working hours, to ensure conformance with safety standards. The employee will be provided at least 24 hours advance notice of any inspection.

b. Forces Command assumes no responsibility for any operating costs associated with an employee using his or her personal non-IT property and residence as a designated home worksite. This includes home maintenance, insurance, utilities, or personal non-IT property loss or damage.

c. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as requirement of their official responsibilities. Components shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be removed from the traditional worksite and may be taken on a temporary basis only. They may not be permanently stored out of the traditional worksite. Components shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

d. Teleworkers are responsible for the security of all official information and protection of any government property. Failure to do so could result in termination of the Telework Agreement and may be cause for disciplinary action. Teleworkers will not process classified information at home.

e. Employees must be accessible via telephone during duty hours. Supervisors can verify an employee's time spent working at the designated home worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours. If teleworking requires use of a dedicated phone line, the teleworker must be accessible through another source; for example, a second phone line, cell phone, or pager. Unless it is customary to issue cell phones to all employees performing work under

the same duty descriptions as those of the teleworking employee, costs for any phone service to and from the teleworking employee's home worksite will be at the teleworking employee's expense.

f. Employees teleworking must report in person to the workplace at least one day per week, unless an employee is teleworking due to a documented medical condition.

## **2-4. Administrative Guidelines**

a. Office work supplies (paper, pens, gem clips etc.) will be furnished to the extent they are currently furnished in the workplace.

b. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework. Overtime work will not be performed by employees unless they are informed by the supervisor that the overtime has been authorized. Instances in which employees perform overtime work without prior supervisory approval may be cause for disciplinary action.

c. Forces Command will not utilize Telework Centers at this point.

d. There will be no adverse impact on mission due to telework.

e. Employees teleworking will consider a telework day as any other workday. In other words, travel or TDY will still be accomplished if it occurs on the telework day.

f. Management makes the final determination on employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the designated home worksite, consistent with the work schedules of other employees in the work section and provisions of existing regulations, this FORSCOM Telework regulation, and applicable bargaining agreements. The assigned telework hours can parallel those in the traditional worksite or be specific to teleworking. The specific hours of work will be included in the telework agreement.

g. If an employee disputes the reasons given by a supervisor for not approving him or her for teleworking, or for modifying or terminating his or her telework agreement, the employee may submit a grievance using the appropriate agency administrative or the negotiated grievance procedure.

h. In situations where a teleworker is directed to travel to the traditional worksite during his or her regularly scheduled basic tour of duty for an unplanned event (for example, to work on an urgent assignment for which the employee did not have the opportunity to plan for the resources needed at home to complete), the teleworker's travel hours must be credited as hours of work. If the teleworker is directed to travel back to the traditional worksite after his or her regularly scheduled basic tour of duty for irregular or occasional overtime work, the employee is entitled to at least two hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

i. If the installation is closed due to natural or unnatural causes, teleworkers will follow the same guidelines as non-teleworkers. If a situation arises at the employee's designated home worksite that results in the employee being unable to continue working (for example, power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours, or require the employee to report for work at the traditional worksite. If the employee knows in advance of a situation that would preclude working at the designated home worksite, then alternative work schedules, leave, or time in the employee's traditional worksite must be scheduled. If a similar occurrence causes employees at the traditional worksite to be unable to continue working (for example, part of a large organization is dismissed due to a lack of heating or cooling), employees who are teleworking in the commuting area would likely not be affected and would not need to be excused from duty.

j. Teleworkers are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. The employee must notify the supervisor immediately of any accident or injury at the designated home worksite, provide details of the accident or injury, and complete the Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. For work at home arrangements, the employee is required to designate one area in the home as the official workstation. The government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee must sign a Self-Certification Safety Checklist that proclaims the designated home worksite safe. Employees are responsible for ensuring that

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their designated home worksite complies with safety requirements and that their designated work area is made available for review in cases where work-related injuries are reported.

k. The government is not liable for damages to an employee's personal or real property while the employee is working at the approved designated home worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

### **2-5. Reporting Requirements**

a. The annual reporting period will be from 1 Oct through 30 Sep. As identified in Section 2-1 above, all eligible positions will be identified to HQ FORSCOM, G-1 (units report through the S-1) for regular, recurring, and ad hoc telework within two weeks after the end of the reporting period. Timelines are subject to change due to requirements from higher headquarters. Also, FORSCOM and its subordinate commands will comply with any new formats or reporting requirements initiated by HQDA. Guidance will be issued as received.

b. Data will be collected and reported as requested based on Office of Personnel Management and Congressional requirements. Tasking in the form of a checklist will be disseminated as required. Examples of information requested during previous reporting periods are identified at Appendix C.

## **Chapter 3 Determining Eligibility**

### **3-1. Suitability of Work**

The nature of the work should be suitable for telework. Work suitable for telework depends on job content, rather than job title, type of appointment, or work schedule. For example, telework is feasible for work that requires thinking and writing -- data analysis, reviewing grants or cases, writing decisions or reports; telephone-intensive tasks -- setting up a conference, obtaining information, following up on participants in a study; and for computer-oriented tasks -- programming, data entry, and word processing. Work which involves classified information will not be approved for telework.

### **3-2. DOD Definition of Positions Eligible for Telework**

Positions eligible for telework are those involving tasks and work activities that are portable and that do not depend on the employee's being at the traditional worksite. Positions shall not be excluded as eligible on the basis of occupation, series, grade or supervisory status.

### **3-3. DOD Guidelines – Position Suitability**

Position suitability should be reviewed based on the functions and duties of the position rather than the title. Tasks, which can be performed away from the traditional office, are generally suited for a teleworking arrangement. In some instances, duties that could be performed by the teleworker at the designated home worksite could be separated from the employee's duties best performed in the traditional office location. This form of "job reengineering" can assist in providing appropriate avenues toward teleworking. Guidelines for position suitability include:

- a. Thinking and writing (such as, Public Affairs, Quality Assurance);
- b. Policy development;
- c. Research (for example, Operations Research);
- d. Analysis (investigating, program analysis, policy analysis, financial analysis);



- e. Report writing;
- f. Computer-oriented tasks (programming, data entry, word processing, web page design);
- g. Work activities that are portable and can be performed effectively outside the traditional office location;
- h. Job tasks that are quantifiable or primarily project-oriented;
- i. Job tasks where contact with other employees, the supervisor or manager, and serviced clientele is predictable and normally scheduled;
- j. Job duties that can be scheduled in advance;
- k. There are no limitations on position grade level;
- l. Job tasks where computer technology needed to perform work off-site is currently available; and
- m. Job duties that involve planning (strategic planning, performance planning).

### **3-4. DOD Guidelines – Unsuitable Positions**

Positions not generally suitable for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks which:

- a. Require the employee to have daily contact with the supervisor, colleagues, clients, or the general public in order to perform his or her job effectively;
- b. Require use of classified data or information related to national security on a daily basis;
- c. Require the employee to have frequent access to material that cannot be moved from the traditional worksite;
- d. Would require the agency to provide special facilities or equipment or;
- e. Would be too costly for the agency to duplicate the same level of security found at the traditional worksite;
- f. Are developmental in nature or for employees who need to be in the office to learn the organization or who require on-the-job training; and
- g. Have historically required the employer to provide immediate responses to customers (e.g., message centers).

### **3-5. DOD Guidelines – Employees Suitable for Telework**

DOD policy states that an employee suitable for telework is an employee whose demonstrated personal characteristics are best suited to telework, as determined by the supervisor, including, as a minimum, one who:

- a. Is highly disciplined and requires minimal supervision;
- b. Demonstrates dependability and the ability to handle responsibility;
- c. Has a proven record of high personal motivation;
- d. Possesses the ability to prioritize work effectively and utilize good time management skills;
- e. Has a proven or expected minimum performance rating of “fully successful”, or equivalent;
- f. Possesses experience in performing the tasks and duties of the position;
- g. Has the ability to work with the supervisor to clearly define specific tasks and performance expectations appropriate for telework;

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- h. Has observed self-starter characteristics, good organizational skills, and can function independently; and
- i. Has the personality to work alone.

### **3-6. DOD Guidelines – Supervisory Support**

The characteristics of the supervisor are also critical. He or she should be willing to try out the new arrangement and take the necessary steps to ensure its success. Most importantly, the supervisor should be comfortable managing by results. To ensure a successful teleworking arrangement, the supervisor should demonstrate a willingness to support and promote the concept of telework.

**APPENDIX A – FORSCOM Telework Agreement****FORSCOM TELEWORK AGREEMENT**

The following constitutes the terms and conditions of the telework agreement between:

Employee:

_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
_____		
<b>Title</b>		
_____		
<b>Pay Plan</b>	<b>Series</b>	<b>Grade</b>

and

(Installation)

---

**Days in Pay Period Employee is Authorized to Telework**

The employee is approved to work at the approved designated home worksite specified below in accordance with the following schedule:

<b>DAY</b>	<b>EACH WEEK</b>	<b>PER PAY PERIOD</b>	<b>DUTY HOURS (Specify hours of work and lunch break)</b>
<b>MON</b>			
<b>TUES</b>			
<b>WED</b>			
<b>THURS</b>			
<b>FRI</b>			

Designated Home Worksite: \_\_\_\_\_

The employee's designated home worksite is: \_\_\_\_\_

**Home Office**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate Phone:** \_\_\_\_\_

**Other Approved Worksite**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate Phone:** \_\_\_\_\_

**Describe in detail the designated work area at the designated home worksite (specify the exact location in the residence):**

## **FORSCOM TELEWORK AGREEMENT**

### **Changes to Telework Arrangement**

Employees who telework, and live within local commuting distance of the traditional worksite, must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by mission requirements. Supervisors will give as much advance notice as practicable. For a permanent change to be effected in the telework arrangement, supervisors must provide a two-week advance notice to the employee and a new Telework Agreement will be signed by both supervisor and employee.

The employee or supervisor may terminate participation in this project at anytime with two weeks advance notice. Management has the right to remove the employee from the telework program if the employee's performance declines or if telecommuting fails to benefit organizational needs. In the event of extreme need by the agency, i.e., national emergency, natural disaster, etc., the supervisor may modify or terminate an employee's telework arrangement in writing, as necessary, without adhering to the two-week notification period.

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

The employee must complete and sign the Self-Certification Safety Checklist (Appendix B) that proclaims the home safe for an official designated home worksite and ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

The government's potential exposure to liability is restricted to this official work or office area for the purposes of telework. The government is not responsible for any operating costs that are associated with the employee using his or her personal residence as a designated home worksite, including home maintenance, insurance, utilities, or personal non-information technology (IT) property, repair and/or replacement.

### **Official Duty Station**

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is \_\_\_\_\_ The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

### **Time and Attendance, Work Performance, and Overtime**

Time spent in a telecommuting status must be accounted for and reported in the same manner as if the employee reported for duty at the official work site.

The employee is required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to disciplinary action.

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The employee must be available via telephone during duty hours. The supervisors can verify an employee's time spent working at the designated home worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours. If teleworking requires use of a dedicated phone line, the employee must be available through another source; such as, a second phone line, cell phone, or beeper.

### **Security**

No classified documents (hard copy or electronic) may be taken to an employee's designated home worksite. If the supervisor deems it appropriate, For Official Use Only and sensitive non-classified data may be taken to designated home worksites if necessary precautions are taken to protect the data, consistent with applicable regulations. The employee is responsible for the security of all official data.

### **IT Equipment**

The employee agrees to use only equipment furnished by the government for use in teleworking. The employee is responsible for the security of all equipment and supplies. Supplies such as staples, papers, **clips**, and pens will be furnished to the degree they are currently furnished in the office. Government systems used for telework will not be used to transmit, receive, or process classified information.

### **Liability and Injury Compensation**

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved designated home worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the designated home worksite while performing official duties. She/he is also required to complete any required forms and to allow inspections of the worksite, as needed, to conduct an investigation in cases where telework injuries are reported.

### **Standards of Conduct**

The employee agrees that he/she continues to be bound by the Department of Defense standards of conduct while working at the designated home worksite.

### **Mileage Savings**

The employee estimates that the telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week.

### **Other**

Telework employee shall adhere to all other applicable guidelines in FORSCOM Regulation 690-10.

## **FORSCOM TELEWORK AGREEMENT**

### **Date of Commencement**

The telework arrangement covered by this Agreement will commence on:

\_\_\_\_\_  
(Date)

### **Signatures**

Employee	Date
----------	------

Supervisor	Date
------------	------

Approving Official	Date
--------------------	------

**In the event Information Condition (INFOCON) level reaches the B (BRAVO) level, systems administrators will restrict dial-in access to critical Command, Control, Communications, Computers, and Intelligence (C4I) systems to minimum essential personnel as directed by the Deputy Chief of Staff, G-3/5/7. This may result in the telework agreement being terminated without notice.**

**APPENDIX B – Self Certification Safety Checklist**

**FORSCOM  
SELF-CERTIFICATION SAFETY CHECKLIST  
FOR TELECOMMUTERS**

**NAME:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_ **DESIGNATED HOME WORKSITE PHONE** \_\_\_\_\_

The following checklist is designed to assess the overall safety of the designated home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her Supervisor (and retain a copy for his or her own records).

**A. WORKPLACE ENVIRONMENT**

- |  |          |         |
|--|----------|---------|
| 1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?   | Yes ____ | No ____ |
| 2. Are all stairs with four or more steps equipped with handrails?   | Yes ____ | No ____ |
| 3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?   | Yes ____ | No ____ |
| 4. Do circuit breakers clearly indicate if they are in the open or closed position?  | Yes ____ | No ____ |
| 5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)? | Yes ____ | No ____ |
| 6. Will the building's electrical system permit the grounding of electrical equipment?   | Yes ____ | No ____ |
| 7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?   | Yes ____ | No ____ |
| 8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?  | Yes ____ | No ____ |
| 9. Do chairs have any loose casters (wheels) and are the rungs and legs of the chairs sturdy?  | Yes ____ | No ____ |
| 10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?  | Yes ____ | No ____ |
| 11. Is the office space neat, clean, and free of excessive amounts of combustibles?  | Yes ____ | No ____ |
| 12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?  | Yes ____ | No ____ |
| 13. Are carpets well secured to the floor and free of frayed or worn seams?  | Yes ____ | No ____ |



**14. Is there enough light for reading?** Yes \_\_\_\_ No \_\_\_\_

**B. COMPUTER WORKSTATION (IF APPLICABLE)**

**1. Is your chair adjustable?** Yes \_\_\_\_ No \_\_\_\_

**2. Do you know how to adjust your chair?** Yes \_\_\_\_ No \_\_\_\_

**3. Is your back adequately supported by a backrest?** Yes \_\_\_\_ No \_\_\_\_

**4. Are your feet on the floor or fully supported by a footrest?** Yes \_\_\_\_ No \_\_\_\_

**5. Are you satisfied with the placement of your monitor and keyboard?** Yes \_\_\_\_ No \_\_\_\_

**6. Is it easy to read the text on your screen?** Yes \_\_\_\_ No \_\_\_\_

**7. Do you need a document holder?** Yes \_\_\_\_ No \_\_\_\_

**8. Do you have enough leg room at your desk?** Yes \_\_\_\_ No \_\_\_\_

**9. Is the monitor screen free from noticeable glare?** Yes \_\_\_\_ No \_\_\_\_

**10. Is the top of the monitor screen at eye level?** Yes \_\_\_\_ No \_\_\_\_

**11. Is there space to rest the arms while not keying?** Yes \_\_\_\_ No \_\_\_\_

**12. When keying, are your forearms close to parallel with the floor?** Yes \_\_\_\_ No \_\_\_\_

**13. Are your wrists fairly straight when keying?** Yes \_\_\_\_ No \_\_\_\_

**Employee's Signature and Date:** \_\_\_\_\_

**Immediate Supervisor's Signature and Date:** \_\_\_\_\_

**Approved** \_\_\_\_ **Disapproved** \_\_\_\_

**A copy of this form must be returned to your telecommuting program coordinator.**

## **APPENDIX C- Previously Reported Information**

The following constitutes examples of information requested from higher headquarters during previous Telework surveys. Future reporting requirements may be revised based on the necessity for additional information.

- 1. Name of Reporting Organization.**
- 2. Total number of civilian employees in the Organization.**
- 3. Number of positions identified for telework.**
- 4. Number of employees in positions eligible for telework (if different than b(3) above), e.g., if position identified is not currently filled, or if employee occupying identified position would not be eligible for telework). Explain.**
- 5. Number of eligible employees given the opportunity to telework.**
- 6. Total number of employees teleworking on a regular and recurring basis.**
- 7. Total number of employees teleworking on an ad hoc basis.**
- 8. Of the total number of regular and recurring teleworkers, what is average number of days they teleworked per month?**
- 9. Of the total number of ad hoc teleworkers, what is the average number of days they teleworked per month?**
- 10. Identify the number of regular and recurring teleworkers by grade level.**
- 11. Identify the number of ad hoc teleworkers by grade level.**
- 12. Number of employees teleworking as a form of reasonable accommodation for a disability.**
- 13. Number of employees teleworking for temporary medical reasons.**
- 14. Are there categories of employees that your Organization precludes from telework, i.e., Executives, Managers, Supervisors, Support Staff, Temporary Employees, Employees on AWS, Part Time employees, Other (identify all that apply)?**
- 15. Does your Organization provide the opportunity for eligible regular and recurring teleworkers to formally decline to telework? If yes, indicate the number of employees who formally declined?**
- 16. Does your Organization track the number of employees whose telework agreements are terminated, both regular and recurring and situational teleworkers? If yes, the following must be answered. How many employees chose to terminate telework? Number of employees whose supervisors terminated their telework agreements due to a mission or position change. Number of employees whose supervisors terminated their telework agreements early due to a performance or disciplinary reason.**
- 17. What does your organization do to provide IT equipment for employees who telework, i.e., Organization purchases all equipment for the employee's designated home worksite; Organization uses surplus/excess equipment for teleworkers (identify all that apply)?**
- 18. Has your organization realized any savings or benefits as a result of implementing a telework program? If yes, please identify all that apply (real estate/rent savings/recruitment and retention cost savings/ reduced mass transit subsidy costs/ improved employee productivity/performance; other (please explain).**
- 19. What are the major barriers to telework in your organization? (Check all that apply) Data security (protection of sensitive information); employee resistance; funding for equipment/IT support; information technology issues (e.g., access to server); management resistance; nature of agency work; office coverage challenges; training; none; other (please explain).**

**20. What is your Organization doing to overcome barriers identified in 19 above? (Check all that apply) training for employees and managers on telework; establishing regular reporting mechanisms; increased budget for IT support; initiatives to gain top management support; marketing of telework program; other (please explain).**

**21. What can be done to help your Organization better implement telework?**